

FACILITY TERMS AND GUIDELINES FOR USE OF THE BUILDING

The Department for Public Health (DPH) Conference Suites and DCLC Meeting Rooms are available for meetings from 8:00 a.m. to 4:30 p.m. weekdays, excluding holidays.

- The Conference Suite management reserves the right to decide whether a prospective user's event is appropriate to be held in its facility.
- The cost of any damage to the Conference Center or its property/equipment incurred during its use will be billed to the reserving branch/division.

ROOM CONFIGURATION, SET-UP, TEAR DOWN, and CLEAN-UP

- DCLC Meeting Rooms may not be rearranged.
- Conference Suites may be rearranged.
- Each Conference Suite space is set up in a specific configuration.
- Walls dividing the three spaces may be removed if you have more than 1 space reserved. Please make this arrangement with us at the time of reserving your space.
- You may re-configure the room in any way that you wish, providing you do not block any exits. Please ask for directions for setting up and tearing down tables.
- You are responsible for your own set up if you wish to re-configure the space. You are responsible to return the room to the exact original configuration and condition, at the end of your meeting/training, utilizing the chart configuration that is hanging on the wall under the clock.
- You are responsible for collecting and removing any trash beyond what the single small trash can will hold. Arrangements may be made ahead of time with Gerald Brownlee at 502-564-2495 or Gerald.brownlee@ky.gov for a large trash can and liner. Please be responsible to see that this is removed from the area by the conclusion of your event.
- You are responsible for cleaning all surfaces that are not clean by the conclusion of your reservation. Cleaning materials are located in the bottom of the podiums or in the Educations and Workforce Development Branch on 2R Center Wing.
- Please remember for everyone's convenience that a reservation may be made immediately following yours and the space will need to be ready for use.

Information Technology and Equipment:

- Any person given access to DPH Information Technology resources and/or computers is considered an "Authorized User" and requires acceptance of the policies we have in force.
1. Easels, flip-chart stands and dry erase markers are available for use by meeting participants. **No copy machine or telephone is available for use by meeting participants. (audio conference phone is available)**
 2. Display screens for PowerPoint and other presentations are available
 3. Video players, both DVD and VHS are available
 4. "SMART" Technology display is available
 5. Videoconferencing and Audio Conferencing are available.

* Arrangements for any accommodation, including #1-#5, other than tables and chairs must be made by PRE-ARRANGEMENT with this office at the time of room reservation.

ACCESS

- Access to the spaces(s) is available from the beginning to the end of your confirmed reservation only.
- Under no circumstances will users be allowed on the premises after hours without prior arrangement with the Commissioner of Public Health's written permission. **Only staff members**

of the Department for Public Health or CHFS may provide access to the building or grounds after hours.

SAFETY

- Please follow all safety and emergency instructions posted.

RESTROOMS

- Public restrooms are located in the lobby and center corridor of the building.

PARKING

- Parking is available in the south parking area marked "visitor parking". Guests should not park in spaces marked "Reserved." Handicap Accessible parking is available.

SMOKING

- The Department for Public Health is a smoke-free building. Smoking is permitted on the exterior of the building by the picnic tables.

ELECTRICAL SERVICE

- **Electrical service limited.** Please check with Conference Suite staff prior to the event to insure that accommodations can be provided if you have an unusual need.

EQUIPMENT & TELEPHONE AVAILABILITY

- Easels, flip-chart stands and dry erase markers are available for use by meeting participants.

FOOD AND BEVERAGE

- **Only drinks with tops or caps are allowed.**
- **Tables should all be covered if food is served.**
- **Protection for the table from heat should be used.**
- **All trash must be removed at conclusion of event as well as trash containers emptied and relined with a new bag.**
- **All tables are to be wiped down.**
- **You may contact Gerald Brownlee at 502-564-2495 or Gerald.brownlee@ky.gov for the new liners and/or a large trash container. Trash left in the hall is not acceptable.**
- **Cleaner and towels are located in the bottom of any of the podiums or in our office on 2R center wing.**
- **Any cleaning of spills will be charged to reserving branch or division.**

DECORATIONS AND RENTED EQUIPMENT

- Posters/displays/decorations – Nothing may be hung on the walls, furniture, windows, or doors using any type of tape, fastener or adhesive. Please use flipchart stands (provided upon request) or dry erase boards located in the room. Please consult Conference Suite staff for safe alternatives.
- All decorations, floral arrangements, items rented from other entities, etc., must be removed from the premises immediately following the scheduled event unless alternative arrangements have been made in writing prior to the event.
- **Absolutely NO glitter or confetti may be used inside or outside the Conference Center.** This includes the use of decorative confetti and loose potpourri on tables. Please consult with Conference Suite staff regarding any questionable items, including candles. Please make arrangements to meet with a Conference Center staff member regarding your event well in advance so that we may be of assistance with any proposed set-up or arrangements, which may conflict with our guidelines.

Pease make all guests and any other staff for your event or meeting aware of the guidelines for the DPH Conference Suites. You may wish to copy this document and give it to anyone who will be working with your event or meeting to ensure they understand our guidelines. Since the branch / division reserving the space are ultimately responsible for the actions of their attendees, good communication is key to having a worry-free event.

ACKNOWLEDGEMENT

It is hereby understood and agreed that the Applicant, a state agency, and the Kentucky DPH, a state agency, shall not be liable to any person or entity except as provided by Kentucky law. Any claim against the Applicant or the DPH by any person or entity shall be subject to review in the Board of Claims pursuant to KRS Chapter 44. Neither the Applicant nor the DPH waive sovereign immunity by the terms of this agreement.

ACCEPTANCE

I request use of the described Commonwealth facilities based on the rules set forth above. I certify that I am an authorized representative of the state agency applying for permission to use the facilities and authorized to enter into this agreement.